

City of Milpitas Planning Division

455 E. Calaveras Blvd., Milpitas, CA 95035
Telephone: 408-586-3279 • Fax: 408-586-3293

Affidavit of Notification and Mailing

Notification Requirements:

1. The Milpitas Municipal Code Section XI-10-64 requires that public hearing notification be sent to **all property owners and residential renters within 300 feet of any property** seeking certain permits/applications from the City, as well as to the property owner(s) and applicant(s) of the subject parcel/project. This distance may be increased to 1,000 feet at the discretion of the Planning Director or Planning Commission Chair.
2. It is the responsibility of the **applicant** to provide, at the time of submitting the application,
 - One set of stamped envelopes (two sets when the project involves two public hearings) addressed to all required property owners and residential renters;
 - An accurate list of the addressees; and
 - This Affidavit form, completed and signed.

The “*Procedure for Notice of Public Hearing*” handout provides more details on preparing your materials.

3. Failure by the applicant to provide the City with an accurate and up-to-date list of all property owners and residential renters **may invalidate** the subject application.
4. Failure of the property owner or occupant/resident to receive the notice, provided their name appears on the submitted list, **shall not invalidate** the application. The applicant, and not the City of Milpitas, is responsible for the accuracy of the mailing list.

To be Completed by the Applicant:

I, the undersigned, do hereby declare that the attached list represents all property owners and residential renters as required, and that said list was compiled from the last equalized assessment roll or _____.

Applicant Signature: _____ Date: _____

Total Number of addresses:

To be Completed by City of Milpitas Staff:

I, the undersigned, do hereby declare that I did mail copies of the “Notice of Public Hearing” to those property owners and residential renters whose names and addresses have been supplied to this office by the applicant, as required by the Government Code and the Milpitas Municipal Code.

Staff Signature: _____ Date: _____

Project: _____